

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE**



**AIR FORCE INSTRUCTION 37-138**

**HILL AIR FORCE BASE  
Supplement 1**

**6 MAY 1996**

**Information Management**

**RECORDS DISPOSITION—PROCEDURES  
AND RESPONSIBILITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 37-138, 31 March 1994 is supplemented as follows:**

**SUMMARY OF REVISIONS**

This revision updates office symbols and aligns supplement with AFI 37-138.

6.2. Standard containers will be obtained from Supply Division (75 ABW/LGS) Demand Processing or General Services Administration (GSA) channels. Order tuck bottom boxes using national stock number 8115-00-117-8249. Records Staging Area (75 MSS/IMRS) will not supply boxes to requesting organizations.

6.6. In the upper right-hand corner of the narrow end of each box, enter the box number and total number of boxes in the shipment, functional address symbol (FAS) of the retiring organization, and the disposal date from block 6(i) of SF 135, **Records Transmittal and Receipt**. All markings will be made with a black felt tip marker. Markings will be approximately two inches high and will not exceed beyond 4 1/2 inches from the right edge of the box. No other markings will appear on this end of the box.

6.9.2. For permanent records being retired, contact Records Management (75 MSS/IMR) for assistance in preparing the SF 135. For non-permanent records being retired to the staging area, prepare a SF 135 in triplicate and complete all applicable blocks in accordance with AFI 37-138, Figure 6-3. Notify 75 MSS/IMR when records are ready for the staging area. The originating organization is responsible for contents of the box being the same as indicated on the SF 135. 75 MSS/IMR personnel will check for proper preparation of the SF 135 and the marking of boxes. If no discrepancies exist, the SF 135 will be approved for transfer of records to the staging area. Shipments will not be accepted in the staging area without the signature of authorized 75 MSS/IMR personnel on the SF135.

7.3. 75 MSS/IMRS will not accept records, which do not have at least one-year retention remaining, unless justified in writing on the SF 135.

8.3.2. Records loaned from staging area will be charged out on a 30-day basis. Any organization using this service will return the material within this period or request an extension in writing. Access to records belonging to another organization will not be granted without permission of the retiring organization.

MICHAEL E. KAUFHOLD, Major  
Commander, 75th MSS